



The City of Malibu

Invites Applications for the Position of

ASSISTANT PLANNER

Salary range: \$48,294 – 62,788 (plus excellent benefits)

Full-time permanent position (subject to probation)

Completed City of Malibu Employment Application must be submitted to Personnel Services, Malibu City Hall 23815 Stuart Ranch Road, Malibu, CA 90265 for candidate consideration. This position is open until filled. Fax copies of applications are not accepted. Resumes are not accepted in lieu of application.

General Description: Under general supervision of the Planning Manager, the Assistant Planner performs professional and technical work pertaining to the City's current and advance planning projects and activities.

Responsibilities and Duties: The Assistant Planner understands and interprets the General Plan, zoning ordinance, local coastal plan and other planning documents; provides information to the residents of Malibu regarding planning and environmental issues related to projects in the City over the phone and in person at the public counter; processes and approves applications for projects within the City in a timely manner by adhering to the permit streamlining act and City deadlines; conducts site visits; attends community meetings, resolves issues relating to proposed developments; prepares and presents oral reports to the Planning Commission and City Council as assigned; coordinates with applicants to schedule and prepare for the public hearing; researches files and documents; provides staff support to other department staff and the Planning Manager on complex projects; and performs other duties as assigned.

Qualifications

Knowledge and skills: Candidates for this position should have complete working knowledge of urban planning principles and practices, including municipal and state laws relating to planning, zoning, subdivision, conservation, environmental quality, permit and project development; site design and review, geography, basic architecture, basic landscape and environmental issues.

Ability to: Interpret land use, topographic, physical and natural land features on planning maps, plans and other documents; perform research and statistical analysis relative to urban planning, zoning and community development; and the ability to prepare planning maps, graphs, drawings and charts. The Assistant Planner should have the ability to work independently; prepare and present written and oral reports and other planning related documents; and maintain positive, cooperative relations with staff members, elected officials, members of the public and other agency personnel.

Education and Experience: A Bachelors degree in urban planning, environmental science, geography or closely related field. A Masters degree is desirable. At least one year full-time professional experience working in a planning related position with another public agency.

Licenses and Certifications: Possession, at all times, of a valid California class 3 driver's license.